

## Methodology:

We believe learning should be fun, and we design all our seminars with the adult learner in mind. You can expect us to:

- Make every session innovative, comprehensive, and motivational.
- Adapt to the uniqueness of each class.
- Use realistic examples and case studies.

## Instructors:

### ***Wilma Randall***

Wilma holds a B.S. in Education, Training and Development and has achieved her national professional certification through the American Society for Training and Development. She designed, developed and implemented a comprehensive, year-round training program for a major non-profit organization; the program is now used as a model in that sector. Wilma has served on numerous local, state and national boards of directors, and she has a Masters Degree in Organizational Development.

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### ***Lori Hoppes***

Lori specializes in interactive learning in adult education through confident and animated presentations. She is a Certified Challenge Course Instructor and holds a B.S. in Education, Training and Development. Lori's background includes designing, coordinating and delivering training programs and seminars across a wide range of venues.

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I am not afraid of storms, for  
I am learning how to sail my ship.

- *Louisa May Alcott*

**Service makes the difference in  
competitive advantage.  
Discover how *Professional  
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***Making change happen one organization  
at a time.***

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# Dealing with Organizational Change

Offered by



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Specialists, LLP**

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# Dealing with Organizational Change

## Objectives

### Purpose:

Change is inevitable, especially in today's economy. *Dealing with Organizational Change* is designed to help you identify and overcome many of the negative aspects of change. Attending this highly motivational seminar will provide you with the confidence and skills you need to guide your organization through changes with ease.

### You will learn:

- How to overcome negative thinking before it gets out of hand.
- Techniques for keeping your focus when others are losing theirs.
- Tips on handling new job responsibilities.
- Ways to reduce stress.

### You will receive:

- Job aids you can use to negotiate change.
- A bibliography of suggested reading materials.

### You will:

- Interact and network with your colleagues.
- Learn by doing.
- Develop an action plan to lead the way toward positive changes within your organization.

- **Conquer negative attitudes.**
  - **Keeping the lines of communication open.**
  - **Dealing with gossip and rumors.**
  - **Gaining commitment and cooperation from others.**
  - **Modeling desired behaviors.**
- **Focus on the organizational goals.**
  - **Soliciting input from superiors and subordinates.**
  - **Determining priorities and setting goals.**
  - **Tracking progress and meeting deadlines.**
  - **Celebrating successes.**
- **Handle new job responsibilities.**
  - **Overcoming self-imposed barriers.**
  - **Dealing with “turf battles.”**
  - **Making decisions with confidence.**
  - **Admitting mistakes while maintaining your credibility.**
- **Reduce stress.**
  - **Finding the humor in every circumstance.**
  - **Learning to play while avoiding horseplay.**